

## **SUBCHAPTER 8. RECORDS**

### **7:28-8.1 Personnel-monitoring records**

- (a) Clear and legible records shall be maintained by the owner for calendar quarters on Form RH-26, or on a clear and legible form containing all the information required on RH-26. These records shall show the radiation exposures of all individuals who are required to wear personnel-monitoring equipment according to Section 7.4 (Use of personnel-monitoring equipment) of this Chapter and any required bio-assays according to Section 7.5 (Requirements for bio-assays) of this Chapter.
- (b) Each employee, at his request, shall be supplied by the owner with an annual statement of his radiation exposure record and any bio-assays.
- (c) At the request of an individual formerly employed by the owner, each owner shall furnish such individual a report of his exposure to radiation, including bio-assays, as shown in records maintained by the owner pursuant to subsection (a) of this Section. Such report shall be furnished within 30 days from the time the request is made or within 60 days from termination of employment, whichever is later. The report shall cover each calendar quarter of the individual's employment involving exposure to radiation.
- (d) When an individual working on the premises of an owner, but not employed by him, is required by the owner to wear personnel-monitoring equipment, the owner of the radiation source shall furnish such individual's employer within 90 days a statement of the individual's radiation record and this shall be incorporated in the individual's exposure record.
- (e) Each report or statement required by subsections (b) through (d) of this Section shall contain the following statement: "This report is furnished to you under the provisions of Subchapter 8 of the New Jersey Radiation Protection Code. You should preserve this report for future reference."
- (f) The exposure records on each employee shall be preserved during the course of his employment and for at least ten years after termination of employment. Exposure records of other persons shall be preserved for at least ten years.
- (g) These records or true copy of same shall be made available to the Department on request.

### **7:28-8.2 Records of surveys**

- (a) Records shall be maintained showing the results of such surveys as are required pursuant to Subchapter 7 (Radiation Surveys and Personnel Monitoring) of this Chapter.
- (b) The records of each survey shall be retained for at least ten years.

- (c) These records or true copy of same shall be made available to the Department on request.
- (d) The owner of any installation covered in Subchapters 14 through 16 of this Chapter shall submit to the Department within 30 days of receipt a copy of each report of radiation surveys made in compliance with Subchapter 7 (Radiation Surveys and Personnel Monitoring) of this Chapter.

#### 7:28-8.3 Records of radioactive materials

- (a) An accurate accounting for all radioactive materials shall be maintained for a radiation installation. Such records shall show radioactive materials received, produced, and disposed, the amounts and form of the radioactive material received or produced and the amount on hand.
- (b) Such records shall be retained for at least two years after the final disposition of any radioactive material.
- (c) These records or true copy of same shall be made available to the Department on request.

#### 7:28-8.4 Records of sealed source testing

Records of the results of sealed source testing shall be kept at least two years.

#### 7:28-8.5 Records from discontinued installations

The discontinuance of a radiation installation does not relieve the owner from the responsibility of retaining the records required by this Subchapter. Such owner may, however, request the Department to accept the records. The acceptance of such records by the Department relieves the owner of subsequent responsibility only in respect to their preservation as required by this Chapter.